

**FORM FOR  
MINUTES OF THE ADMINISTRATIVE COMMISSIONS OF SALEM PRESBYTERY  
TO ORDAN AND/OR INSTALL MINISTERS**

(Please use given names only – no titles)

The Commission appointed by Salem Presbytery to (Install /Ordain & Install): \_\_\_\_\_

**Name:** \_\_\_\_\_

As (Pastor/Associate Pastor/Co-Pastor): \_\_\_\_\_

Of (Church(es)): \_\_\_\_\_

Met at (Place): \_\_\_\_\_ (Date): \_\_\_\_\_ (Time): \_\_\_\_\_

The meeting was called to order by \_\_\_\_\_, whom Presbytery appointed to preside.

The prayer was offered by \_\_\_\_\_. The following members and guests were present:

Ministers: _____	Elders: _____
_____	_____
_____	_____

The elected Clerk of Commission was: \_\_\_\_\_

Guest minister(s): \_\_\_\_\_ of \_\_\_\_\_

and Guest Elders: \_\_\_\_\_ of \_\_\_\_\_

were welcomed and invited to sit with the Commission.

After organization, a quorum being determined, the Commission joined the congregation(s) in a worship service at \_\_\_\_\_ o'clock, the Moderator presiding.

\_\_\_\_\_ preached the sermon using text \_\_\_\_\_ and topic, “\_\_\_\_\_.”

Constitutional questions were propounded to the minister by \_\_\_\_\_.

Constitutional questions were propounded to the congregation by \_\_\_\_\_.

Prayer of ordination and/or installation was offered by \_\_\_\_\_.

\_\_\_\_\_ was declared duly [Ordained & Installed/Installed] as [Pastor, Associate Pastor, Co-Pastor] of \_\_\_\_\_ church(es) according to the Constitution of the Presbyterian Church (U.S.A.).

The (Pastor, Associate Pastor, Co-Pastor) was charged by \_\_\_\_\_ and \_\_\_\_\_ charged the congregation.

\_\_\_\_\_, the newly [ordained and installed, installed] [Pastor, Associate Pastor, Co-Pastor], pronounced the benediction. Following the service the Commission reconvened, read and approved the minutes, and closed its meeting with prayer by \_\_\_\_\_.

\_\_\_\_\_ Moderator

\_\_\_\_\_ Clerk

**Return to Laurie Scott at Salem Presbytery, P.O. Box 1763, Clemmons, NC 27012 or Fax: 336-766-7153 or Email: [iscott@salempresbytery.org](mailto:iscott@salempresbytery.org)**

**Please Note:**

The standing rules of Salem Presbytery require Administrative Commissions of this type to be composed of five (5) members of Salem Presbytery, with adequate representation from both Ruling Elders and Ministers. Supernumerary individuals (Ruling Elders or Ministers) from sister presbyteries may be invited to sit with the Commission and participate in the service of ordination/installation in any role except Moderator.